INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.2 (3-84) INCIDENT REPORT - GAS TRANSMISSION AND GATHERING SYSTEMS

GENERAL INSTRUCTIONS

Each operator of a gas transmission or gathering system shall file Form RSPA F 7100.2 for any incident which meets the criteria specified in §191.3 as soon as practicable but not more than 30 days following the occurrence of the incident. Refer to §192.3 for definitions of operator, distribution line, gathering line, and transmission line.

LNG facilities are exempt from filing a report per §191.15(c).

Release of gas for the purpose of maintenance or other routine activities need not be reported if the only reportable criteria met is loss of gas of $50,000 or more as defined in §191.3 (1)(ii).

Damage from secondary ignition need not be reported unless the damage to facilities subject to Part 192 exceeds $50,000. Secondary ignition is a gas fire where the cause is unrelated to the gas facilities, such as electrical fires, arson, etc.

Submit reports according to §191.7.

If you have any questions concerning this report or these instructions, or need copies of Form RSPA F 7100.2, please write to the Information Resources Manager, or call (202)366-4569. All forms and instructions are available over the Internet at the OPS home page, http://OPS.DOT.GOV.

SPECIAL INSTRUCTIONS

An entry should be made in each block. If the data are unavailable, enter "Unknown". However, avoid "Unknown" entries if possible. Estimated data are preferable to unknown data. If "Unknown" or estimated data entries are made, a supplemental report should follow if the data should become known by the operator. If the block is not applicable, enter "N/A".

In blocks requiring numbers, all blocks should be filled in using zeroes when appropriate. When decimal points are required, the decimal point should be placed in a separate block.

Examples: (Part 5) Nominal Pipe Size /0/0/2/4/ inches

/1/./5/0/ inches

Wall Thickness /./5/0/0/ inches
/1/./2/5/ inches

If OTHER is checked in any part of the report, include an explanation or description on the line adjacent to the item checked.

SPECIFIC INSTRUCTIONS

PART 1 - GENERAL REPORT INFORMATION

ITEM 1.
The operator's five digit identification number is assigned by RSPA. If the identification number is not available this entry should be left blank. The entry in 1.c. is the office originating the incident report.

ITEM 2.
Data on the location of the incident should be as complete as possible, including the nearest city or town; and the county, parish, township, borough, section, and/or range. Offshore incident identification should be located by State or Outer Continental Shelf (OCS) identification and block identification. Provide latitude and longitude, if available, and any other data that would assist in locating the incident on a map or chart.

The class location should be the class location at the incident site as defined in §192.5.

"Federal Land Other than Outer Continental Shelf" means all lands owned by the United States, including military reservations, except lands in national parks and lands held in trust for native Americans. Incidents occurring at federal buildings, such as federal court houses, custom houses and other federal office buildings and warehouses, are not to be reported as being on "Federal Lands."

ITEM 3.

Leak - an unintentional escape of gas from the pipeline. The source of the leak may be holes, cracks (which include propagating and nonpropagating, longitudinal and circumferential), separation or pull-out, and loose connections.

Rupture - a complete failure of any portion of the pipeline.

Propagation - the extension of the original opening in the pipeline in an area of nominal wall thickness resulting from the internal forces on the pipeline.

Tear - an extension of the original opening in the pipeline resulting from an externally applied force, such as a bulldozer, backhoe or grader.

ITEM 4.
"In-patient hospitalization" means hospital admission and at least one overnight stay.

Property damage/loss includes but is not limited to costs due to property damage to the operator's facilities and to the property of others; gas lost; facility repair and replacement; leak locating; right-of-way cleanup; and environmental cleanup and damage. Facility repair, replacement or change that is not related to the incident but is done by the operator as a matter of convenience (for example, to take advantage of access to facilities unearthed because of the incident) is not to be included. Litigation and other legal expenses related to the incident are not reportable.

If this is a follow-up report, check "Supplemental Report" and complete Part 1, item 1 and Part 7. All other data on a Supplemental Report is to be revised or additional information. Do not enter any previously submitted information.

ITEM 5.
Elapsed time until the area was made safe means the elapsed time from the time of the occurrence of the incident until the incident is brought under control and does not present a significant threat to public safety. This does not necessarily mean that the flow of gas has been stopped. If the time of occurrence is unknown, the time when the operator is first notified or made aware of the incident should be used to calculate elapsed time.

ITEM 8.
The time of the incident should be indicated by 24-hour clock notation.

Examples:

1. (0000) = midnight = /0/0/0/0/
2. (0800) = 8:00 a.m. = /0/8/0/0/
3. (1200) = Noon = /1/2/0/0/
4. (1715) = 5:15 p.m. = /1/7/1/5/
5. (2200) = 10:00 p.m.= /2/2/0/0/

PART 2 APPARENT CAUSE

Refer to the instructions for Parts A, B, and C for a detailed explanation of Corrosion, Damage by Outside Forces and Construction/Material Defect. The OTHER category should be used only when the cause cannot be otherwise identified. When OTHER is designated, complete Part 3.

PART 3 - NARRATIVE DESCRIPTION OF FACTORS CONTRIBUTING TO THE INCIDENT

The narrative is needed only when it is useful to clarify or explain unusual conditions. It should be a concise description of the incident, including the probable cause, and the facts, circumstances and conditions which may have contributed either directly or indirectly to the cause of the incident. Explanations of estimated data also may be included in the narrative. If the OTHER block was checked in Part 2, the narrative should describe the incident in detail, including the known or suspected cause.

PART 4 - ORIGIN OF THE INCIDENT

ITEM 1.
If the incident occurred on a gathering line operated by a distribution company, check gathering system.

ITEM 2.
When "Fitting, Specify" is selected, enter the type of fitting, such as mechanical, compression, or threaded.

"Girth weld" is a butt weld around the circumference of the pipe.

"Longitudinal Weld" is the weld in the longitudinal direction of the pipe. This includes the longitudinal weld joining the two halves of a repair sleeve.

"Fillet Weld" means a weld joining two surfaces at an angle to each other in a lap joint, tee joint, or corner joint. This includes the circumferential weld which joins a repair sleeve to the pipe.

ITEM 3. If material other than steel involved, indicate in space

provided under “Other, specify”. If steel was involved, check the box for steel.

ITEM 4.
Year installed means the year of installation at the incident location.

PART 5 - MATERIAL SPECIFICATION

ITEM 1.
Nominal pipe size is the diameter used to describe the pipe size, for example, 2-inch, 4-inch, 8-inch, 12-inch, 30-inch.

ITEM 3.
"Specification" is the specification to which the pipe or component was manufactured, such as API 5L or ASTM A106.

When more than one item has failed, and the origin of the failure is not clear, complete Part C ITEM 4 to explain the additional item(s).

PART 6 - ENVIRONMENT

"Under pavement" includes under streets, sidewalks, paved roads, driveways and parking lots.

PART 7 - PREPARER AND AUTHORIZED SIGNATURE

"Preparer" is the name of the person most knowledgeable about the information submitted in the report or the person to be contacted for additional information.

"Authorized Signature" may be the "preparer," or an officer, or other person whom the operator has designated to review and sign reports of this nature. Supply E-mail address of preparer if available.

PART A CORROSION

"Corrosion" includes a leak or failure which is caused by galvanic, bacterial, chemical, stray current, or other corrosive action.

Examples:

A corrosion leak is not limited to a hole in the pipe. If the

bonnet or packing gland on a valve, or flange on piping, becomes loose and leaks due to corrosion and failure of bolts, it is classified as "Corrosion". If the bonnet gasket, packing or other gasket has deteriorated, prior to the end of its expected life, and caused a leak or failure, and a new gasket is required, it is classified as a "Material Defect".

An incident at a facility that is weakened by corrosion and fails with outside force as a contributing factor is classified as "Corrosion".

Except for deterioration due to corrosion, leaks resulting from deterioration of materials after the expected life are classified as "Other".

ITEM 3.
When the cause of corrosion is bacterial, chemical action, or stray current, check "Other" and indicate the cause.

ITEM 4.

Galvanized pipe with no dielectric coating is considered "bare."

ITEM 5.
"Under cathodic protection" means cathodic protection in accordance with the requirements in Part 192, Appendix D.

PART B DAMAGE BY OUTSIDE FORCES

"Damage By Outside Forces" includes leaks or failures caused by contact of the pipeline with earth moving or other equipment, tools or vehicles, or movement of the earth, such as due to land slides. This includes damage caused by the operator's personnel, the operator's contractor, persons not associated with the operator, and occurrences such as fire, lightning, frost, snow, wind, and vandalism.

Examples:

A contractor performing work for the operator gouges the operator's pipeline and buries it without repair. If the pipeline leaks at a later date, the leak should be classified as "OUTSIDE FORCE - damage resulted from action of operator or his agent" if the operator can determine the leak resulted from the actions of his contractor. If the contractor had been performing work for

other than the operator in this situation, the leak should be classified as "OUTSIDE FORCE - damage resulted from actions by outside party/third party".

A contractor performing work for the operator excavates near the operator's pipeline, which is subsequently damaged by earth movement in the zone influenced by the excavation. The damage should be classified as "OUTSIDE FORCE - damage resulted from action of operator or his agent". If the contractor had been performing work for other than the operator in this situation, the damage should be classified as "OUTSIDE FORCE - damage resulted from actions by outside party/third party". In both situations, the damage should not be attributed to "damage by earth movement".

Pipeline damage resulting from vehicular traffic loading or pullout of a mechanical fitting due to the repeated action of freezing should be classified as "OUTSIDE FORCE - damage by earth movement".

A pipeline or coating damaged by an outside party/third party that later leaks due to corrosion or outside force should be reported under "OUTSIDE FORCE - damage resulted from actions by outside party/third party".

A pipeline or coating damaged by the operator or a contractor working for the operator that later leaks due to corrosion or outside force should be reported under "OUTSIDE FORCE - damage resulted from action of operator or his agent".

ITEM l.

"Damages resulted from action of operator or his agent" includes damages caused by the operator's contractor or other party performing work for the operator.

“Damages resulted from action by outside party/third party" includes damages caused by personnel other than the operator or his agent. This classification includes acts of vandalism.

"Damage by earth movement" includes damages resulting from earth movement not caused by man, such as earthquakes, washouts where excavation activity was not a factor, landslides, and frost.

ITEM 2.

"Prior notification" means that the operator had been notified that excavation or construction work was to be done in the vicinity of the pipeline prior to the time the incident occurred. If notification was received, but the operator believes the notice made was inadequate, improper, or incomplete, check "NO" and explain in Item 3, Additional Information.

"Marked" means accurately marked. If the facility was inaccurately marked, "NO" should be checked and explained in Item 3.

ITEM 3.

Additional information should include a description of other steps taken by the operator to protect the facility against damage by outside forces. A description of an act of vandalism may be included here.

PART C - CONSTRUCTION OR MATERIAL DEFECT

ITEM l.

"Construction defect" includes leaks in or failures of original sound material due to force being applied during field construction, that caused a dent, gouge, excessive stress, or some other defect, which eventually resulted in failure. Also included are leaks in or failures of faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site.

"Material defect" includes leaks or failures from a defect within the material of the pipe, component or longitudinal weld/seam due to faulty manufacturing procedures. Leaks or failures from material deterioration in service not the result of an original defect or corrosion are reported under "Other".